

## CHANGES TO 6 WORKFLOW JOB AIDS (NOW 11 JOB AIDS!)

The WORKFLOW Job Aids below have been updated and posted to the indicated folders.

The revision date for all of the documents is: **4/12/2012**.

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- **OM Workflow Inbox**

Link:

<http://www.osc.nc.gov/training/osctd/help/Organization%20Management/Job%20Aids/OMWorkflowInbox.pdf>

- **PA Workflow Inbox**

Link:

<http://www.osc.nc.gov/training/osctd/help/Personnel%20Administration/Job%20Aids/PWorkflowInbox.pdf>

The original **Workflow Inbox Job Aid** has been split into 2 module-specific job aids which are posted in their appropriate Job Aid folder. Screen captures have been updated to match the appropriate module workflow.

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- **OM Workflow Routing Process**

Link:

<http://www.osc.nc.gov/training/osctd/help/Organization%20Management/Job%20Aids/OMWorkflowRoutingProcess.pdf>

- **PA Workflow Routing Process**

Link:

<http://www.osc.nc.gov/training/osctd/help/Personnel%20Administration/Job%20Aids/PWorkflowRoutingProcess.pdf>

The original **Workflow Routing Process Job Aid** has been split into 2 module-specific job aids which are posted in their appropriate Job Aid folder. Screen captures have been updated to match the appropriate module workflow.

There were no changes in the OM Job aid, however the following changes were made to the PA Job Aid:

- Removed *PA Actions/Input Method* table
- Removed *Z4 – Quick Entry* Action
- Removed *ZF – Separation Pay Continuation (3-RIF Dis Serv Retire)* Action
- Added *ZG Separation (28 – RIF Dis Ser Retire)*
- Removed *OSBM* step

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- **OM Workflow Steps in Approval Process**

Link:

<http://www.osc.nc.gov/training/osctd/help/Organization%20Management/Job%20Aids/OMWorkflowStepsInApprovalProcess.pdf>

- **PA Workflow Steps in Approval Process**

Link:

<http://www.osc.nc.gov/training/osctd/help/Personnel%20Administration/Job%20Aids/PAWorkflowStepsInApprovalProcess.pdf>

The original **Workflow Steps in Approval Process Job Aid** has been split into 2 module-specific job aids which are posted in their appropriate Job Aid folder. Screen captures have been updated to match the appropriate module workflow.

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- **OM Business Workplace Overview Tree Functions**

Link:

<http://www.osc.nc.gov/training/osctd/help/Organization%20Management/Job%20Aids/OMBusinessWorkplaceOverviewTreeFunctions.pdf>

- **PA Business Workplace Overview Tree Functions**

Link:

<http://www.osc.nc.gov/training/osctd/help/Personnel%20Administration/Job%20Aids/PABusinessWorkplaceOverviewTreeFunctions.pdf>

The original **Business Workplace Overview Tree Functions Job Aid** has been split into 2 module-specific job aids which are posted in their appropriate Job Aid folder. Screen captures have been updated to match the appropriate module workflow.

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- **OM Business Workplace Dynamic Columns & Layouts**

Link:

<http://www.osc.nc.gov/training/osctd/help/Organization%20Management/Job%20Aids/OMBusinessWorkplaceDynamicColumnsAndLayouts.pdf>

- **PA Business Workplace Dynamic Columns & Layouts**

Link:

<http://www.osc.nc.gov/training/osctd/help/Personnel%20Administration/Job%20Aids/PABusinessWorkplaceDynamicColumnsAndLayouts.pdf>

The original **Business Workplace Dynamic Columns & Layouts Job Aid** has been split into 2 module-specific job aids which are posted in their appropriate Job Aid folder. Screen captures have been updated to match the appropriate module workflow.

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- **Business Workplace Button Functions**

Link: OM

<http://www.osc.nc.gov/training/osctd/help/Organization%20Management/Job%20Aids/BusinessWorkplaceButtonFunctions.pdf>

Link: PA

<http://www.osc.nc.gov/training/osctd/help/Personnel%20Administration/Job%20Aids/BusinessWorkplaceButtonFunctions.pdf>

The original **Business Workplace Button Functions Job Aid** has been reformatted to match the other Workflow Job Aids. This has been published to both the OM and the PA Job Aids folders.